

Equality Impact Assessment (EQIA) Rapid Impact Checklist

Completing this form will help decide whether the policy will further require a Full EQIA and/or integrated Impact Assessment. *Policy refers to service, function, policy, framework, strategy, new service, service redesign, and programmes.

Title	Freedom of Information (Scotland) Act and Environmental Information (Scotland) Regulations Policy
Directorate, service or department	Information Governance

Main contact of the policy*

Name	Alan Bell	Tel No	Teams
Job Title	Head of Information Governance and Data Protection Officer	Email	Alan.bell4@nhs.scot
Department	Information Governance		

Staff who contributed/completed the EQIA

Alan Bell

Policy

Aim	To demonstrate statutory compliance
Purpose	The purpose of the policy is to ensure a compliant organisational posture.
Intended/desired outcomes	The intended outcome/s of the policy are to ensure organisational compliance and public clarity around this aspect of statutory compliance in NHSG.

Part 1. Which groups of the population do you think will be affected by the proposal?

People and Groups: <ul style="list-style-type: none"> • Staff • Patient • Minority ethnic people (incl. Gypsy/travellers, refugees & asylum seekers) • Women and men • People in religious/faith groups 		<ul style="list-style-type: none"> • People of low income • Homeless people • People involved in criminal justice system • People with mental health problems • Carers (paid or unpaid, family member) • People affected by substance misuse or addictions
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- Disabled people
- Older people, children and young people
- Lesbian, gay, bisexual and transgender
- Low literacy/health literacy
- Living in deprived area, remote or rural area
- Unemployed
- Any other groups

The proposal/policy will affect

The proposal represents NHS Grampian's commitment to its compliance with FOI(S)A and EI(S)Rs. It applies to NHSG staff and any person requesting information from a Scottish public authority under the terms of the legislation.

Part 2. Identifying the impacts (in brief) on groups with protected characteristics, including economic impact and human rights.

Protected Characteristic	Positive or Negative Impact Social and Economic, Human Rights Additional Information [Positive impact/Negative Impact/No adverse impact has been identified. Briefly explain the impact, including any social, economic or human rights]
Age (early years, children, young people, middle years, older people)	No disproportionate impact identified for the protected characteristic. No impact, other than to reinforce a commitment to a statutory right of access to information applicable to all persons.
Disability (physical disability, learning disability, neurological, sensory loss, mental health, long term conditions)	No disproportionate impact identified for the protected characteristic No impact, other than to reinforce a commitment to a statutory right of access to information applicable to all persons.
Gender Reassignment (people who have proposed, started, in the process or completed a process to change their sex)	No disproportionate impact identified for the protected characteristic No impact, other than to reinforce a commitment to a statutory right of access to information applicable to all persons.
Marriage or Civil Partnership (people who are married, unmarried or in civil partnership)	No disproportionate impact identified for the protected characteristic No impact, other than to reinforce a commitment to a statutory right of access to information applicable to all persons.
Pregnancy or Maternity (pregnant and/or on maternity leave, including breastfeeding)	No disproportionate impact identified for the protected characteristic No impact, other than to reinforce a commitment to a statutory right of access to information applicable to all persons.
Race (minority ethnic people, racial groups, national origins,	No disproportionate impact identified for the protected characteristic

gypsies/travellers, refugees, asylum seekers, migrant workers)	No impact, other than to reinforce a commitment to a statutory right of access to information applicable to all persons.
Religion or Belief (different religions or beliefs, including non-belief)	No disproportionate impact identified for the protected characteristic No impact, other than to reinforce a commitment to a statutory right of access to information applicable to all persons.
Sex (male, female)	No disproportionate impact identified for the protected characteristic No impact, other than to reinforce a commitment to a statutory right of access to information applicable to all persons.
Sexual Orientation (e.g. lesbian, gay, bisexual, heterosexual)	No disproportionate impact identified for the protected characteristic No impact, other than to reinforce a commitment to a statutory right of access to information applicable to all persons.

Part 3. Any adverse or potential adverse impact identified? ☐ Yes ☒ No

Briefly describe the adverse or potential impact and how it will be addressed or mitigated

Part 4. Health Determinants/Health in All. Identify the positive and negative impacts and which groups will be affected?

What impact will the proposal have on lifestyles?	
• Diet and nutrition	No direct impact.
• Exercise and physical activity	No direct impact.
• Substance use: tobacco, alcohol and drugs	No direct impact.
• Risk taking behaviour	No direct impact.
• Education and learning or skills	Positive. Exercise of right to access information held by a Scottish public authority.
Will the proposal have any impact on the social environment?	
• Social status	No direct impact.
• Employment (paid or unpaid)	No direct impact.
• Social/family support	No direct impact.
• Stress	No direct impact.
• Income	No direct impact.
Will the proposal have an impact on the physical environment?	
• Living conditions	No direct impact.
• Working conditions	No direct impact.

<ul style="list-style-type: none"> • Pollution or climate change 	Secondary impact further to right to access environmental information held by a public authority.
<ul style="list-style-type: none"> • Accidental injuries or public safety 	No direct impact.
<ul style="list-style-type: none"> • Transmission of infectious disease 	No direct impact.
Will the proposal affect access to experience of services?	
<ul style="list-style-type: none"> • Health care 	No direct impact.
<ul style="list-style-type: none"> • Transport 	No direct impact.
<ul style="list-style-type: none"> • Social services 	No direct impact.
<ul style="list-style-type: none"> • Housing services 	No direct impact.
<ul style="list-style-type: none"> • Education 	No direct impact.

Part 5. Will it have any impact on the following?

		Describe or summarise how this policy will contribute to or achieve
Eliminate discrimination? If you answer YES, explain if it is a positive or negative effect. It can be YES because (a) it eliminates or reduce discrimination or (b) enhance/promote discriminatory practice	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
Equality of opportunity? Does the policy offer equality to all without discrimination on the protected characteristics or other groups How does it remove or minimise disadvantages? What steps were taken to meet the needs of people who share protected characteristics? How does it encourage persons who share protected characteristics participate in the activity?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
Foster good relations between groups? Does it foster good relations between groups e.g. promote positive attitudes, having due regards to tackle prejudice, promote understanding, interactions, personal security or participation	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	

Part 6. Is this policy* a strategic decision? ☐ Yes ☒ No

If **No**, go to **Part 8**.

If **Yes**, go to **Part 7**. A policy* that has a potential to impact on health and widen health inequalities must have “due regard” for the Fairer Scotland Duty. A policy that is a “strategic decision” must take into account how they can **reduce inequalities of outcome caused by socio-economic disadvantage**. See page 15 of the FSD Guidance for the definition of ‘strategic decision.’

The Fairer Scotland Duty places a legal responsibility on public bodies to actively consider how they can reduce inequalities of outcome caused by socioeconomic disadvantage. The Duty applies at strategic level, which normally include decisions around setting priorities and targets, allocating resources and commissioning services. To assess if your policy is a strategic decision, please refer to: Fairer Scotland Duty: guidance for public bodies - gov.scot (www.gov.scot)

Part 7. Fairer Scotland Duty. What likely will this policy have on people experiencing different kinds of social disadvantage?

Socio-Economic Disadvantage	Positive impact/Negative Impact/No adverse impact has been identified
Low Income/Income Poverty – cannot afford to maintain regular payments such as bills, food, clothing	
Low and/or no wealth – enough money to meet Basic living costs and pay bills but have no savings to deal with any unexpected spends and no provision for the future	
Material Deprivation – being unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, leisure/hobbies	
Area Deprivation – where you live (rural areas), where you work (accessibility of transport)	
Socio-economic Background – social class i.e. parent’s education, employment and income	

Part 8. Does the policy need to consider the impact on other areas?

Human Rights (Human Rights Assessment)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Children’s rights and welfare (Children’s Rights Impact Assessment)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Environment	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Financial	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Island or Rural Communities	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Part 9. Children and Young People (Scotland) Act (2014)

The Child Rights and Wellbeing Impact Assessment (CRWIA) is a process which you can identify, research, research and record the anticipated impact of any proposed policy on children's human rights and wellbeing.

Check the CRWIA Screening Sheet – this asks you to consider:

- What aspects will affect children and young people up to 18 year
- What likely impact will be
- Which groups of children and young people will be ore affected

[Children's Rights & Wellbeing Impact Assessment \(CRWIA\) - Children's Rights and Wellbeing Impact Assessment guidance - gov.scot \(www.gov.scot\)](http://www.gov.scot/Topics/childrenandyoungpeople/childrensrights/CRWIAguidance)

Part 10. Has your assessment been able to demonstrate the following and why?

☒ **Option 1. No major change** (where no impact or potential for improvement is found, no action is required)

☐ **Option 2. Adjust** (where a potential or actual negative impact or potential for a more positive impact is found, make changes to mitigate risks or make improvements)

☐ **Option 3. Continue** (where a potential or actual negative impact or potential for a more positive impact is found but a decision not to make a change can be objectively justified, continue without making changes.)

☐ **Option 4. Stop and remove** (where a serious risk of negative impact is found, the plans, policies etc being assessed should be halted until these issue can be addressed)

Explain decision

No impact, other than to reinforce a commitment to a statutory right of access to information applicable to all persons.

Part 11. The EQIA was carried out by: (name, job title/post, service/organisation)

Alan Bell, Head of Information Governance and Data Protection Officer

Part 12. Has the policy document been checked by a Level 1 EQIA assessor?

☒ Yes ☐ No

If yes, please fill in details	
Name	Roda Bird
Job Title	Interim Equality and Diversity Manager
Email	Roda.bird@nhs.scot
Date	15/6/2025

Return to Equality and Diversity at roda.bird@nhs.scot

- **Completed form**
- **Copy of final draft/version of any documentation**

To be completed by Equality and Diversity – for quality control purposes and recording

Recommendations <input checked="" type="checkbox"/> Rapid EQIA <input type="checkbox"/> Full EQIA <input type="checkbox"/> Fairer Scotland Duty	
The policy generates no concerns on differential or disproportionate impact on individual/group with protected characteristics or any equality group.	
Name	Roda Bird
Job Title	Interim Equality and Diversity Manager
Email	Roda.bird@nhs.scot
Date	15/6/2025